

VITAL MATERIALS REPORT FOR WEEK ENDING - 20 AUGUST 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	1.3	.2	175.4
Maps	4.1	0	47.5
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	5.4	.2	352.3
B. (Measured by actual count)			
Cards (IBM)	87,186	12,043	4,001,510
Film (Reels) 35mm	51	0	5,582
Film (Reels) 16mm	0	0	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo	1
OCD	1
OCI	1
ORR	1
**OSI	2
*DD/P	31
	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb 52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules are to be Established	10
D. Offices Depositing This Week	6
E. Offices Delinquent in Depositing	1
(No deposit in last 30 days)	
Director's Office - No deposit since 18 June 1954	

\* Material not accessible to Repository personnel.

\*\* One of two cabinets not accessible to Repository personnel.